

**CHARTER
NATIONAL COMMISSION ON CHILDREN AND DISASTERS**

- A. Official Designation: The Commission shall be known as the National Commission on Children and Disasters (hereafter referred to as the Commission).
- B. Authority: The Commission is established under the provisions of the Kids in Disasters Well-being, Safety, and Health Act of 2007 as outlined in Division G, Title VI of the Consolidated Appropriations Act of 2008 (P.L. 110-161). Additionally, the Commission's status as a statutory Federal Advisory Committee was reinforced in Division A, Section 157(b) of the Consolidated Security, Disaster Assistance, and Continuing Appropriations Act, 2009 (P.L. 110-329). Establishment is in accordance with the provisions of the Federal Advisory Committee Act (FACA) (5 U.S.C., Appendix, as amended).
- C. Objectives and Scope of Activities: The Commission shall conduct a comprehensive study to examine and assess the needs of children as they relate to preparation for, response to, and recovery from all hazards, building upon the evaluations of other entities and avoiding unnecessary duplication by reviewing the findings, conclusions, and recommendations of these entities. The Commission shall then submit a report to the President and Congress on its specific findings, conclusions, and recommendations to address the issues and gaps identified.
- The Commission's recommendations may include changes to Federal Government policies, functions, responsibilities, capabilities, management structures and oversight mechanisms, as well as recommendations for Congressional action with regard to Federal, State or local government emergency preparedness, response and recovery activities.
- D. Description of Duties: The duties of the Commission are solely advisory in nature.
- E. Agency or Official to Whom the Commission Reports: The Commission reports to the President of the United States and Congress.
- F. Agency Support: The Administration for Children and Families (ACF), U.S. Department of Health and Human Services, shall be responsible for providing financial and administrative support to The Commission. Within ACF, this support shall be provided by the Office of Human Services Emergency Preparedness and Response.

The Commission is authorized to receive support and assistance from Federal departments and agencies as those departments and agencies may determine advisable and legal for the performance of the Commission's functions, and shall ensure compliance with the requirements of 5 U.S.

- G. Estimated Annual Operating Costs and Staff Years: The estimated annual operating costs, including travel costs and contract support, for the Commission are approximately \$1,500,000 per year, including 1.0 work year of Federal employee support.
- H. Designated Federal Officer: A full-time or permanent part-time Federal employee will serve as the Designated Federal Officer (DFO). The DFO will approve or call all Commission and subcommittee meetings, prepare and approve all meeting agendas, attend all Commission and subcommittee meetings, and adjourn any meeting when the DFO determines adjournment to be in the public interest. The DFO will be the Director, Office of Human Services Emergency Preparedness and Response, Administration for Children and Families, U.S. Department of Health and Human Services, or his/her designee.
- I. Estimated Number and Frequency of Meetings: The Commission shall meet at the call of the DFO, in consultation with the Commission's Chairperson. The estimated number of Commission meetings per year is four. Meetings may occur quarterly or as frequently as needed and approved by the DFO.

As required by F ACA, the Commission will hold open meetings unless the DFO determines that all or a portion OFA meeting may be closed to the public in accordance with 5 U.S.C. 552b § (c). Interested persons may attend meetings, appear before the Commission, or file comments with the Commission.

- J. Duration of the Commission: The Commission is subject to biennial renewal and shall terminate no later than 180 days after the date on which the Final Report is submitted. The Final Report is due no later than two years after the date of the Commission's first meeting.
- K. Termination: The Commission is subject to biennial review and shall terminate 180 days after Submitting its Final Report to the President and Congress.
- L. Membership and Designation: The Commission shall be composed of ten members, of whom one shall be the Chairperson and one shall be the Vice Chairperson, as determined by an election among the total membership.

Commission members shall be appointed for the duration of the Commission, and their appointments shall be renewed biennially. In accordance with the Kids in Disasters Well-being Safety, and Health Act of 2007, each of the following shall appoint two members: the President of the United States, the Speaker of the House of Representatives, the House Minority Leader, the Senate Majority Leader and the Senate Minority Leader. Members shall serve as Special Government Employees under the authority of 5 U.S.C. § 3109 and in accordance with 45 CFR 73.735-102.

Commission members, with the exception of travel and per diem for official travel, shall serve without compensation.

- M. Subcommittees: The Commission with agency or DFO approval may form subcommittees or working groups for any purpose consistent with this charter. Such subcommittees or working groups may not work independently of the chartered Commission and must report all their recommendations and advice to the Commission for full deliberation and discussion.

Subcommittees or working groups have no authority to make decisions on behalf of the chartered Commission, nor can they report directly to any Federal officers or employees who are not Commission members.

Subcommittees of the Commission are subject to all the provisions of F ACA except for chartering. The U.S. Department of Health and Human Services Committee Management Officer will be notified upon establishment of each subcommittee.

N. Recordkeeping: The records of the Commission and its subcommittees shall be handled according to General Records Schedule 26, section 2, and appropriate policies and procedures. These records shall be available for public inspection and copying, subject to the Freedom of Information Act of 1966 (5 U.S.C. § 552, as amended).

O. Filing Date.

Date filed with Congress: **MAY 28 2009**

APPROVED:

MAY 28 2009

Date

/ Kathleen Sebelius /

Secretary